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3 June 1969

OFFICE OF PERSONNEL MEMORANDUM NO. 20-60-2

SUBJECT   :   Identification of Applicant Files for Coding

RESCISSION: OPM 20-49-3 dated 1 August 1966

1. GENERAL

The purpose of this OPM is to encourage more extensive use of the applicant skills inventory so that we may exploit fully the files of qualified applicants who are not entered on duty at the time of their initial application.

2. TYPES OF APPLICANTS TO IDENTIFY FOR CODING

a. Applicants who are basically qualified for the Career Training Program but whom the CTP prefer would pursue further study or would complete their military service prior to further consideration.

b. Applicants who are very good employee prospects but who cannot be put into process or entered on duty because of temporary limitations such as ceiling or number of applicants already in process.

c. Applicants who possess certain skills that we use but are not in the market for at the time of application (e.g., trade skills, multi-language abilities, technicians).

d. Applicants whose background, nationality, or other factors could be of future interest to the Clandestine Services. (The type of interest in this applicant should be noted by the recommending official.)

e. Applicants in whom we have interest but who cancel out from current consideration expressing interest for employment at a future time.

3. OFFICIALS RESPONSIBLE FOR RECOMMENDING FILES FOR CODING

a. Career Training Program Officials

b. Recruitment Officers

c. Placement Officers

d. Component Personnel Officers

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4. PROCEDURE FOR RECOMMENDING FILES TO BE CODED

a. Any of the personnel officers listed in paragraph 3 above who, when reviewing the file feel that the applicant's qualifications should be coded for future retrieval should so indicate on Form 610, Routing and Record Sheet. If there is any information of significant value or interest to the official, this should be noted under "Comments." If the officer wishes to review the file at a later time, this, too, should be indicated with the desired date of retrieval noted.

b. Officials reviewing the file after it has initially been recommended for coding may add any items to the Comment section which they feel are significant.

c. If the applicant is accepted by an office and is put into process, the file will not be coded for applicant qualifications. However, if the processing procedure is halted for some reason which would not preclude future employment with the Agency, the Placement Office will check with the using office to determine if they wish to recommend the file for coding.

5. CORRESPONDENCE

a. When an applicant identified for coding is being closed out for current employment consideration, the close-out letter will advise the applicant that his file will be reactivated in the event of a future opening and request that he keep us informed of any change of address.

b. Personnel officers of operating components on projects will forward their files of applicants for non-staff positions to Qualifications Analysis Branch (QAB), Room 301, Magazine Building for coding. Correspondence with these applicants will be governed as to text and source by the operating component concerned.

c. Files of applicants for staff positions will be forwarded by Correspondence Branch, Placement Division, to QAB for coding after the close-out letter has been written.
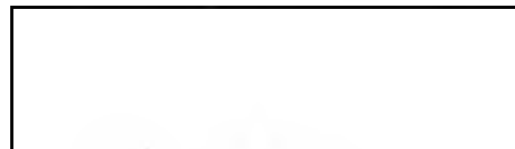
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Robert S. Wattles
Director of Personnel

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